

RJR Inter Office Memo

TO: G. N. KURUC
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R. D. SNOW

FROM: J. M. PISCITELLI

SUBJECT: RETAIL ACCRUAL PROMOTIONAL
PAYMENTS

DATE: 2/24/97

Effective Immediately all Retail Accrual Payments must be processed by ROU, including McLane prepayments. This change has been made due to new Accrual Administration that is BPE based.

The following processing times must be adhered to in order to insure timely payments:

KAM/AM - Maximum five (5) days to ROU after Invoice is received from chain
RSM/ROM - Maximum five (5) days (including RSM approval) after received from AE/KAM/AM

KAM/AM's assigned to respective accounts are accountable to clearly communicate to ROU correct posting for each payment. Additionally, communicate retailer match spending to ROU so it can be input in the system. Company Policy must be followed regarding AIM documentation and maintenance of records.

cc: D. L. Wilmesher
J. R. Loftin
L. T. Poole
P. E. Schmidt
D. C. Turner
M. A. Young

NOTE TO ROM'S:

Please fax (216-779-1889) a copy of the following chains D21 screen:

BP Oil
Amerada Hess
Marsh Supermkt

Cumberland Farms
Sheetz, Inc.

Dairy Mart
Sun Company/Aplus

51850 5874